

How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account

Adding a recovery email and phone number to your Google account will allow you to recover your account information should you forget your password.

 If setting up your Alumni account for the first time please visit the *Setting up your Alumni account for the first time* section located in the Table of Contents below.

- [Here's how it's done](#)
 - [Log into your Sage Alumni Gmail Account](#)
 - [Navigate to your Recovery settings](#)
 - [Add a Recovery Email](#)
 - [Add a Recovery Phone Number](#)
- [Setting up your Alumni account for the first time](#)
 - [Log into your Alumni email account](#)
 - [Accept the EULA](#)
 - [Add recovery information to your account](#)
 - [Add a recovery phone](#)
 - [Add a recovery email address](#)
- [Wrapping up](#)
- [Related articles](#)

Here's how it's done

Log into your Sage Alumni Gmail Account

Log into your Sage Alumni Gmail account as if you were checking your email.

In the top right hand corner click the round icon to open the Google Settings for your account.



1-3 of 3   

ivity You **4:08 pm**

ast With the power **4:05 pm**

on your computer o **4:05 pm**

click photo to enlarge

Click the blue button labeled *Google Account*

This account is managed by [alumni.sage.edu](#).
[Learn more](#)



Sage Alumni
 sagealumni@alumni.sage.edu
[Privacy](#)

[Google Account](#)

click photo to enlarge

In this new window click *Sign In & Security* and scroll down until you see *Account recovery options*

Welcome, Sage Alumni

Control, protect, and secure your account, all in one place

Your Google Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.

<p> Sign-in & security ></p> <p>Control your password and Google Account access.</p> <p>Signing in to Google Device activity & security events Apps with account access</p>	<p> Personal info & privacy ></p> <p>Manage your visibility settings and the data we use to personalize your experience.</p> <p>Your personal info Contacts Manage your Google activity Ad Settings</p>	<p> Account preferences ></p> <p>Adjust account settings, like payment methods, languages, & storage options.</p> <p>Payments Purchases, subscriptions & reservations Language & Input Tools Accessibility</p>
--	---	--

click photo to enlarge

Navigate to your Recovery settings

In this new window click *Sign In & Security* and scroll down until you see *Account recovery options*

Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password
 A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Password & sign-in method		
Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.		
Note: To change these settings, you will need to confirm your password.		
Password	Last changed: 17 minutes ago	>
2-Step Verification	off	>
Account recovery options		
If you forget your password or cannot access your account, we will use this information to help you get back in.		
Recovery email	personalrecoveryemail@gmail.com	>
Recovery phone	(518) 290-0636	>

click photo to enlarge

Add a Recovery Email

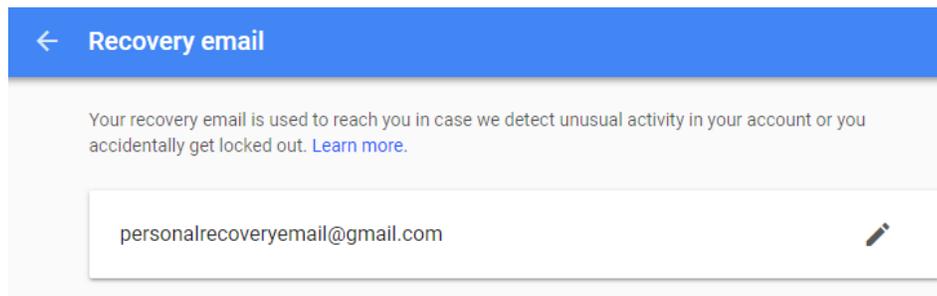
To add a recovery email select *Recovery email*

You may be prompted to log in again, this is a security feature to help prevent unwanted changes to your recovery information

Click the *Add Recovery Email* button and enter in the personal email address you wish to use.

ADD RECOVERY EMAIL

If you need to change the recovery email click the pencil icon to the right of the recovery email field and enter in the new personal email address you want to use.



← Recovery email

Your recovery email is used to reach you in case we detect unusual activity in your account or you accidentally get locked out. [Learn more.](#)

personalrecoveryemail@gmail.com 

Add a Recovery Phone Number

To add a recover phone select *Recovery phone*

You may be prompted to log in again, this is a security feature to help prevent unwanted changes to your recovery information.

Click the *Add Recovery Phone* button. Enter in the phone number you wish to use, and click the *Get Code* button.

ADD RECOVERY PHONE

There may be other numbers associated with your Google Account. [Manage your phone numbers](#)

Add phone number ✕

To make sure this number is yours, Google will send you a verification code. Standard rates apply.

 555-555-5555



CANCEL GET CODE

A text will be sent to the provided number containing a security code, you will be required to enter in that security code to verify the recovery phone number.

Setting up your Alumni account for the first time

If you are setting up your Alumni account for the first time, you may be prompted to add recovery information immediately.

Log into your Alumni email account

Enter in your [username@alumni.sage.edu](#) email address in the required field.



Please be sure to add @alumni.sage.edu on to the end of your username. For this article we are using an example account sagealumni@alumni.sage.edu

Google

Hi Sage

Enter your password



[Forgot password?](#)

Next

Now enter in your password.



If you forgot your password click the *Forgot Password?* option. The *Forgot Password?* option will ask you to send recovery information to the recovery phone or email on file. If you have not added recovery information to your account and do not remember your password you will need to contact the IT Service Desk at 518-244-4777.

Accept the EULA

When logged in you will be presented with a Welcome window and an EULA box. Click the blue *Accept* button.

Welcome to your new account: test1@alumni.sage.edu. Your account is compatible with many [Google services](#), but your alumni.sage.edu administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test1@alumni.sage.edu account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test1@alumni.sage.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

Add recovery information to your account

The next window will ask you to protect your account. This window will allow you to enter in a recovery phone number and a recovery email address.

Google

Protect your account

sagealumni@alumni.sage.edu



Tell Google how to reach you in case you forget your password, lose access, or there's unusual activity on your account

Recovery phone number
No phone number

Recovery email
No recovery email

[UPDATE](#) [DONE](#)

To add the recovery information click the *Update* button, otherwise, click *Done*.

Add a recovery phone

You will first be asked to enter in a recovery phone. Enter in the phone number you wish to use as your recovery phone. This will need to be a phone number that can receive texts.

Google

Verify your phone number

sagealumni@alumni.sage.edu

Verify your phone number so Google can help you if you forget the password to your account

Enter a phone number

123-456-7890

Skip **NEXT**

To make sure that **123-456-7890** is yours, Google is going to send you a text message with a 6-digit verification code.

Standard rates apply

CANCEL **OK**

Enter in the code you received via text in the following window and click *Next*.

Google

Enter the code

Enter the 6-digit verification code to confirm you got the text message

6-digit code

0- |

Didn't get the code? **NEXT**

Add a recovery email address

You will then be asked to enter in a recovery email address.

Google

Add recovery email

sagealumni@alumni.sage.edu

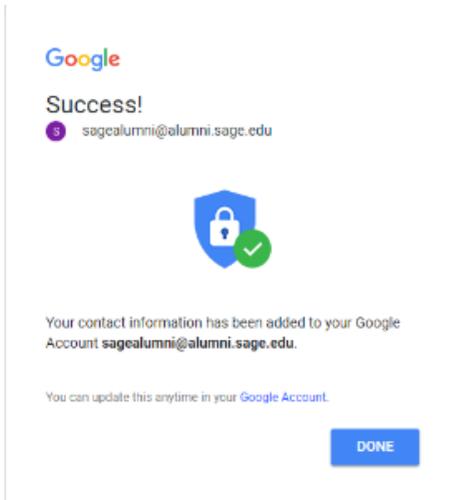
Add a recovery email so Google can reach you if there's unusual activity on your account or if you get locked out

Enter your email

personalrecoveryemail@gmail.com

Skip **NEXT**

Once you've entered in all the recovery information Google will let you know that your account setup was a success.



Click the *Done* button to be brought to Gmail.

Wrapping up

This article has gone through the process of adding recovery information to your Alumni account, as well as how to setup your Alumni account manually. If you run into any issues logging in or your recovery information is not working please call the Sage IT Service Desk at 518-244-4777

Related articles

- [How-To: Enable 2-Step Verification for your Sage Google Account](#)
- [How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account](#)
- [How-To: Handle Phishing/Scam emails](#)
- [Alumni Email](#)
- [How-To: Setup your Sage email in the Gmail app](#)